

MONTHLY FINANCIAL REPORT FOR CORPORATE OR PARTNERSHIP DEBTOR

Case No. _____

Report Month/Year _____

Debtor _____

INSTRUCTIONS: The debtor's monthly financial report shall include a cover sheet signed by the debtor and all UST forms and supporting documents. Exceptions, if allowed, are noted in the checklist below. Failure to comply with the reporting requirements of Local Bankruptcy Rule 2015-2(a), or the United States Trustee's reporting requirements, is cause for conversion or dismissal of the case.

The debtor has provided the following with this monthly financial report:		Yes	No
UST-12	Comparative Balance Sheet, <u>or</u> debtor's balance sheet. The debtor's balance sheet, if used, <u>shall include a breakdown of pre- and post-petition liabilities</u> . The breakdown may be provided as a separate attachment to the debtor's balance sheet.	<input type="checkbox"/>	<input type="checkbox"/>
UST-13	Comparative Income Statement, <u>or</u> debtor's income statement.	<input type="checkbox"/>	<input type="checkbox"/>
UST-14	Summary of Deposits and Disbursements	<input type="checkbox"/>	<input type="checkbox"/>
UST-14 Continuation Sheets	Statement(s) of Cash Receipts and Disbursements A Continuation Sheet shall be completed for each bank account or other source of debtor funds and shall include a monthly bank statement and all supporting documents described in the instructions.	<input type="checkbox"/>	<input type="checkbox"/>
UST-15	Statement of Aged Receivables A detailed accounting of aged receivables shall be provided on, or in an attachment to, UST-15.	<input type="checkbox"/>	<input type="checkbox"/>
UST-16	Statement of Aged Post-Petition Payables A detailed accounting of aged post-petition payables shall be provided on, or in an attachment to, UST-16.	<input type="checkbox"/>	<input type="checkbox"/>
UST-17	Other Information When applicable, attach supporting documents such as an escrow statement for the sale of real property or an auctioneer's report for property sold at auction. When changes or renewals of insurance occur, attach a copy of the new certificate of insurance or a copy of the bond.	<input type="checkbox"/>	<input type="checkbox"/>

CONTACT INFORMATION

Who is the best person to contact if the UST has questions about this report?

Name _____

Telephone _____

Email _____

DEBTOR'S CERTIFICATION

INSTRUCTIONS: The debtor, or trustee, if appointed, must answer questions 1 and 2 and sign this financial report where indicated below. Only an officer or director has authority to sign a financial report for a corporate debtor and only a general partner has authority to sign a financial report for a partnership debtor. Debtor's counsel may not sign a financial report for the debtor.

Question 1 At month end, was the debtor delinquent on any post-petition tax obligation?

Yes ☐ No ☐

If yes, list each delinquent post-petition tax obligation on page 9.

Question 2 For purposes of calculating the debtor's obligation under 28 U.S.C. 1130(a)(6) to pay a quarterly fee to the United States Trustee, **TOTAL DISBURSEMENTS** this month from all sources were:

Complete page 6 to calculate **TOTAL DISBURSEMENTS** and enter the total here.

\$

I certify under penalty of perjury that other information contained in this monthly financial report is complete, true, and accurate to the best of my knowledge, information, and belief.

Debtor's
signature



Date

WHERE TO FILE A MONTHLY FINANCIAL REPORT: Local Bankruptcy Rule 2015-2(a) requires the debtor to file its monthly financial report with the U.S. Bankruptcy Court, and to serve copies of such report on the United States Trustee, and on each member of any committees elected or appointed pursuant to the Bankruptcy Code and to their authorized agents.

File the **original**. . . (select only one)

Send a **copy** to **each** of the following. . .

For a chapter 11 case filed in Seattle, WA:

United States Bankruptcy Court
315 Park Place Building
1200 Sixth Avenue
Seattle, WA 98101

Office of the United States Trustee
600 Park Place Building
1200 Sixth Avenue
Seattle, WA 98101

If applicable, each member of any committees elected or appointed, and to their authorized agents.

For a chapter 11 case filed in Tacoma, WA:

United States Bankruptcy Court
1717 Pacific Avenue, Suite 2100
Tacoma, WA 98402

Debtor's counsel.

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UST-12, COMPARATIVE BALANCE SHEET

As of month ending ➞			
ASSETS			
Current Assets			
Cash			
Cash - Held by Others (Escrow & Attorney Trust Accounts)			
Accounts Receivable (net)			
Notes Receivable			
Inventory			
Prepaid Expenses			
Other (attach list)			
Total Current Assets			
Fixed Assets			
Real Property/Buildings			
Equipment			
Accumulated Depreciation			
Total Fixed Assets			
Other Assets (attach list)			
TOTAL ASSETS			
LIABILITIES			
Post-Petition Liabilities			
Taxes Payable			
Other Accounts Payables			
Notes Payable			
Rents, Leases & Mortgages Payable			
Accrued Interest			
Other (specify)			
Total Post-Petition Liabilities			

(contd. on next page)

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UST-12, COMPARATIVE BALANCE SHEET (contd.)

As of month ending ➞			
Pre-Petition Liabilities			
Unsecured Debt			
Priority Debt:			
Taxes			
Wages			
Deposits			
Other			
Notes Payable (Secured Debt)			
Total Pre-Petition Liabilities			
TOTAL LIABILITIES			
EQUITY			
Stockholders' Equity (Or Deficit)			
Capital Stock			
Paid-In Capital			
Retained Earnings			
Total Stockholders' Equity (Or Deficit)			
Partners' Investment (Or Deficit)			
TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY OR PARTNERS' INVESTMENT			

Footnotes to balance sheet:

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UST-13, COMPARATIVE INCOME STATEMENT

For the month of ➞			
GROSS SALES			
Less: Returns and Allowances			
Net Sales			
Cost of Sales: Beginning Inventory Add: Purchases Less: Ending Inventory Cost of Goods Sold			
GROSS MARGIN			
Other Operating Expenses:			
Officers' Salaries			
Other Salaries/Direct Labor			
Employee Benefits/Payroll Taxes			
Insurance			
Rent			
General and Administrative			
NET OPERATING PROFIT (LOSS)			
Add: Other Income			
Less: Interest Expense			
Other Adjustments to Income (Explain)			
Gain (Loss) on Sale of Assets			
Net Profit (Loss) Before Taxes			
Income Taxes			
NET PROFIT (LOSS)			

Notes:

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UST-14, SUMMARY OF DEPOSITS & DISBURSEMENTS

INSTRUCTIONS: BEFORE COMPLETING THIS PAGE, prepare a UST-14 CONTINUATION SHEET (see next page) for each bank account or other source of the debtor's funds. The deposit and disbursement total from each CONTINUATION SHEET will be used to complete this SUMMARY.

The debtor is responsible for providing an accurate monthly disbursement total for the purpose of calculating its obligation pursuant to 28 U.S.C. § 1930 (a)(6) to pay statutory fees to the United States Trustee. The disbursement total encompasses all payments made by the bankruptcy estate during the reporting month, whether made directly by the debtor or by another party for the debtor. It includes checks written and cash payments for inventory and equipment purchases, payroll and related taxes and expenses, other operating costs, and debt reduction. It also includes payments made pursuant to joint check arrangements and those resulting from a sale or liquidation of the debtor's assets. The only transactions normally excluded from the disbursement total are transfers within the same reporting month between multiple debtor accounts.

A fee payment is due within 30 days after the end of each calendar quarter, or on **April 30, July 31, October 31, and January 31**, respectively. Since the amount billed is an estimate, the debtor is responsible for paying the correct statutory fee based on its actual disbursements for the calendar quarter, or portion thereof the debtor was in Chapter 11. Failure to pay statutory fees to the United States Trustee is cause for conversion or dismissal of the case. A copy of the statutory fee schedule may be found on the United States Trustee's website located at: www.usdoj.gov/ust/r18/s_library.htm

If you have questions computing the disbursement total, contact the Bankruptcy Analyst assigned to your case at (206) 553-2000.

Summary of Deposits This Month

Deposits from UST-14 Continuation Sheet(s)

Cash receipts not included above (if any)

TOTAL RECEIPTS ➞**Summary of Disbursements This Month**

Disbursements from UST-14 Continuation Sheet(s)

Disbursements resulting from asset sales out of the ordinary course
(see Page 13, Question 1)

Disbursements made by other parties for the debtor (if any, explain)

**Note: Enter the amount for
TOTAL DISBURSEMENTS
here and on Page 2.**

TOTAL DISBURSEMENTS ➞**NET CASH FLOW (TOTAL RECEIPTS MINUS TOTAL DISBURSEMENTS)** ➞

At the end of this reporting month, did the debtor have any delinquent statutory fees owing to the United States Trustee? Yes ☐ No ☐ If "Yes", list each quarter that is delinquent and the amount due.

(UST-14 CONTINUATION SHEETS, with attachments, should follow this page.)

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**UST-14, CONTINUATION SHEET
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

INSTRUCTIONS: Prepare a CONTINUATION SHEET for each bank account or other source of the debtor's funds and attach supporting documents as indicated on the checklist below.

Depository (bank) name ➞ Account number ➞		
Purpose of this account (select one): <input type="checkbox"/> General operating account <input type="checkbox"/> General payroll account <input type="checkbox"/> Tax deposit account (payroll, sales, gambling, or other taxes) <input type="checkbox"/> Other (explain) _____		
Beginning cash balance		
Add:	Transfers in from other estate bank accounts	
	Cash receipts deposited to this account	
	Financing or other loaned funds (identify source)	
Total cash available this month		
Subtract:	Transfers out to other estate bank accounts	
Cash disbursements from this account (total checks written plus cash withdrawals, if any)		
Adjustments, if any (explain)		
Ending cash balance		
Does this CONTINUATION SHEET include the following supporting documents, as required:		
	Yes	No
· A monthly bank statement (or trust account statement);	<input type="checkbox"/>	<input type="checkbox"/>
· A detailed list of receipts for that account (deposit log or receipts journal);	<input type="checkbox"/>	<input type="checkbox"/>
· A detailed list of disbursements for that account (check register or disbursement journal); and,	<input type="checkbox"/>	<input type="checkbox"/>
· If applicable, a detailed list of funds received and/or disbursed by another party for the debtor.	<input type="checkbox"/>	<input type="checkbox"/>

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UST-14, SUMMARY OF DISBURSEMENTS (contd.)
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Payments on Pre-Petition Unsecured Debt (requires court approval)

Did the debtor, or another party on behalf of the debtor, make any payments during this reporting month on pre-petition unsecured debt? Yes ☐ No ☐ If "Yes", list each payment.

Payee's name	Nature of payment	Payment date	Payment amount	Date of court approval

Payments to Attorneys and Other Professionals (requires court approval)

Did the debtor, or another party on behalf of the debtor, make any payments during this reporting month to a professional such as an attorney, accountant, realtor, appraiser, auctioneer, business consultant, or other professional person? Yes ☐ No ☐ If "Yes", list each payment.

Professional's name	Type of work performed	Payment date	Payment amount	Date of court approval

Payments to an Officer, Director, Partner, or Other Insider of The Debtor

Did the debtor, or another party on behalf of the debtor, make any payments during this reporting month to an officer, director, partner, or other insider of the debtor? Yes ☐ No ☐ If "Yes", list each payment.

Payee's name	Relationship to debtor	Payment date	Payment amount	Purpose of payment

INSTRUCTIONS: Use the last column to describe the purpose of each payment, such as gross wages or salary, reimbursement for business expenses, loan repayment, advance, draw, bonus, dividend, stock distribution, or other reason for the payment(explain).

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**UST-15, STATEMENT OF AGED RECEIVABLES**

INSTRUCTIONS: Complete all portions of UST-15, STATEMENT OF AGED RECEIVABLES, unless the debtor asserts the following two statements are true for this reporting month:

- 1) At the beginning of the reporting month, the debtor did not have any uncollected receivables from prior months which includes both pre-petition and post-petition accounts receivable; and,
- 2) During the reporting month, the debtor did not have any receivables activity, including the accrual of new accounts receivable, or the collection or writeoff of accounts receivable from prior months.

Check here ☐ if the debtor asserts that both statements are correct and skip to UST-16, STATEMENT OF POST-PETITION PAYABLES, on the next page.

Accounts Receivable Aging

	Balance at month end	Current portion	Past due 31-60 days	Past due 61-90 days	Past due over 90 days	Uncollectible receivables
Pre-petition receivables						
Post-petition receivables						
TOTALS						

Explain what efforts the debtor made during this reporting month to collect receivables over 60 days past due.

Does the debtor have any accounts receivable due from an officer, director, partner, or other insider of the debtor? **If yes, explain.**

Accounts Receivable Reconciliation

Closing balance from prior month	
New accounts receivable added this month	
Subtotal	
Less accounts receivable collected	
Closing balance for current month	

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**UST-16, STATEMENT OF POST-PETITION PAYABLES
PART A - TAXES**

INSTRUCTIONS: Complete both pages of PART A - TAXES unless the debtor asserts the following statement is true for this reporting month:

At the end of this reporting month, the debtor did not have any unpaid post-petition taxes which includes both current and delinquent tax obligations.

Check here ☐ if the debtor asserts the statement is correct, and skip to PART B - OTHER PAYABLES on Page 10.

Reconciliation of Unpaid Post-Petition Taxes

Type of tax	(1) Unpaid post-petition taxes from prior reporting month	(2) Post-petition taxes accrued this month (new obligations)	(3) Post-petition tax payments made this reporting month	(4) Unpaid post-petition taxes at end of reporting month (Column 1+2-3 = 4)
Federal Taxes				
Employee withholding taxes				
FICA/Medicare--Employee				
FICA/Medicare--Employer				
Unemployment				
State Taxes				
Dept. of Revenue				
Dept. of Labor & Industries				
Empl. Security Dept.				
Other Taxes				
Local city/county				
Gambling				
Personal property				
Real property				
Other				
Total Unpaid Post-Petition Taxes				\$

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**UST-16, STATEMENT OF POST-PETITION PAYABLES
PART A - TAXES (contd.)**

Delinquent Tax Reports and Tax Payments (post-petition only)

Taxing agency	Tax reporting period	Report due date	Payment due date	Amount due

Explain the reason for any delinquent tax reports or tax payments:

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**UST-16, STATEMENT OF POST-PETITION PAYABLES
PART B - OTHER PAYABLES**

INSTRUCTIONS: Complete both pages of PART B - OTHER PAYABLES unless the debtor asserts that this statement is true for this reporting month:

Except for taxes and professional fees disclosed in PART A and PART C of this report, respectively, the debtor has no other unpaid post-petition payables from the current reporting month, or from any prior reporting months.

Check here ☐ if the debtor asserts the statement is correct, and skip to PART C - ESTIMATED PROFESSIONAL FEES on Page 12.

Reconciliation of Post-Petition Payables (excluding taxes and professional fees)

Closing balance from prior month	
New payables added this month	
Subtotal	
Less payments made this month	
Closing balance for this reporting month	\$

Breakdown of Closing Balance by Age

Current portion	
Past due 1-30 days	
Past due 31-60 days	
Past due 61-90 days	
Past due over 90 days	
Total	\$

For accounts payable more than 30 days past due, explain why payment has not been made:

Case Number	➡	
Report Mo/Yr	➡	

UST-16, STATEMENT OF POST-PETITION PAYABLES PART B - OTHER PAYABLES (contd.)

INSTRUCTIONS: List each post-petition payable delinquent more than 30 days. Alternatively, attach the debtor's accounts payable aging report if the report: 1) clearly separates pre-and post-petition accounts payable, and, 2) identifies each delinquent payable by vendor's name, invoice date, invoice amount, and payment due date.

Delinquent Post-Petition Payables (excluding taxes and professional fees)

[illegible]

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**UST-16, STATEMENT OF POST-PETITION PAYABLES
PART C - ESTIMATED PROFESSIONAL FEES**

INSTRUCTIONS: Report only post-petition professional fees and expenses. To the extent possible, use billing statements to report the actual amounts due. If billing statements are not available, use the best information available to estimate the fees and costs.

Type of professional	Amount of retainer (if applicable)	Fees and expenses from prior months	Fees and expenses added this month	Total estimated fees and expenses at month end
Debtor's counsel				
Debtor's accountant				
Debtor's other professional				
Trustee's counsel				
Creditors' Committee Counsel				
Creditors' Committee other				
Total estimated post-petition professional fees and costs				\$

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UST-17, OTHER INFORMATION

INSTRUCTIONS: Answer each question fully and attach additional sheets if necessary to provide a complete response.

Yes**No**

Question 1 - Sale or Abandonment of the Debtor's Assets. Did the debtor, or another party on behalf of the debtor, sell, transfer, or otherwise dispose of any of the debtor's assets during the reporting month? Include only sales out of the ordinary course. *The debtor must attach an escrow statement for each sale of real property and an auctioneer's report for each auction.*

☐☐

<u>Asset Description</u>	<u>Date of Court Approval</u>	<u>Method of Disposition</u>	<u>Gross Sales Price</u>	<u>Net Proceeds Received (&Date)</u>	<u>Escrow Statement or Auctioneers Report Attached?</u>
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1.

2.

3.

4.

5.

Total _____

Any disbursements made from escrow or trust accounts from the proceeds of the above transactions should also be included on the line of UST-14 entitled "Disbursements from sales out of the ordinary course."

Question 2 - Financing. During the reporting month, did the debtor receive any funds from an outside funding source?

☐☐Date of Court ApprovalAmountSource of fundsDate Received

Total _____

Question 3 - Insider Loans/Capital Contributions. During the reporting month, did the debtor receive any funds from an officer, director, partner, or other insider of the debtor?

☐☐Date of Court ApprovalAmountSource of fundsDate Received

Total _____

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UST-17, OTHER INFORMATION

	Yes	No																		
Question 4 - Insurance and Bond Coverage. Did the debtor renew, modify, or replace any insurance policies during this reporting month? Renewals: <u>Provider</u> <u>New Premium</u> <u>Is a Copy Attached to this Report?</u> Changes: <u>Provider</u> <u>New Premium</u> <u>Is a Copy Attached to this Report?</u>	<input type="checkbox"/>	<input type="checkbox"/>																		
Were any insurance policies canceled or otherwise terminated for any reason during the reporting month? If yes, explain.	<input type="checkbox"/>	<input type="checkbox"/>																		
Were any claims made during this reporting month against the debtor's bond? (Answer "No" if the debtor is not required to have a bond. If yes, explain.	<input type="checkbox"/>	<input type="checkbox"/>																		
Question 5 - Personnel Changes. Complete the following: <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th></th> <th>Full-time</th> <th>Part-time</th> </tr> </thead> <tbody> <tr> <td>Number of employees at beginning of month</td> <td></td> <td></td> </tr> <tr> <td>Employees added</td> <td></td> <td></td> </tr> <tr> <td>Employees resigned/terminated</td> <td></td> <td></td> </tr> <tr> <td>Number employees at end of month</td> <td></td> <td></td> </tr> <tr> <td>Gross Monthly Payroll and Taxes</td> <td colspan="2">\$</td> </tr> </tbody> </table>				Full-time	Part-time	Number of employees at beginning of month			Employees added			Employees resigned/terminated			Number employees at end of month			Gross Monthly Payroll and Taxes	\$	
	Full-time	Part-time																		
Number of employees at beginning of month																				
Employees added																				
Employees resigned/terminated																				
Number employees at end of month																				
Gross Monthly Payroll and Taxes	\$																			
Question 6 - Significant Events. Explain any significant new developments during the reporting month.																				
Question 7 - Case Progress. Explain what progress the debtor made during the reporting month toward confirmation of a plan of reorganization.																				